



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Academic Advisor/Administrative Assistant – ASPIRE Program

The **Academic Advisor/Administrative Assistant (ASPIRE Program)** is a full-time (1.0) role with two primary sets of responsibilities: 1) provide academic support to students in the ASPIRE Associate of Arts and Associate of Business Administration degree programs in an advising capacity; 2) deliver administrative support on academic matters pertaining to curriculum, instruction, student learning supports and other projects as assigned. The role reports to the Director of the ASPIRE program.

Working closely with Admissions, Student Services and the Office of the Registrar, the academic advising component of this position manages the student life-cycle, including student files from admission to ASPIRE through completion of either the Associate of Arts in Humanities/Social Sciences or the Associate of Business Administration degree. The administration component is responsible for developing and maintaining all academic administrative systems, decisions, records, functions and procedures of the ASPIRE program that are governed by academic policy, including: rollout of course schedules, instructor supports, student compliance/progress and communication of academic deadlines and program information, in alignment with the Booth University College Calendar, ASPIRE Student Handbook and Orientation materials.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Academic Advising

- Support students' academic success through
 - Program advising, involving regular meetings with each student to review their academic progress and degree program continuance, in accordance with program requirements
 - Managing academic processes and documenting all process steps and decisions with regard to instances of academic misconduct (integrity), course failures, resulting in necessary shifts in programming, academic appeals, probation and suspension, in consultation with instructors and with the Director of ASPIRE program and Booth Registrar, according to Booth UC academic policy
- **Documentation and Communication**
 - Periodic audit of student performance (in consultation with the Registrar), noting any significant changes in cumulative GPA, status (active/inactive/probationary/suspension) and any requirements for academic accommodation or other learning supports
 - Reporting any significant academic performance issues (attendance, at-risk, integrity) to the Director of ASPIRE
 - Updating all student information and correspondence pertaining to student academic files, in consultation with the Registrar
 - Preparing and distributing all current academic information and communicating important dates and deadlines to students, as directed by the Director of ASPIRE and/or the Registrar



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2. Administrative Support

- Develop/adapt all academic office systems, processes and forms for ASPIRE Program operation, in accordance with Academic Office procedures and in consultation with the Director of ASPIRE
- Follow Booth UC operational processes with respect to processing expense claims, budget monitoring, HR procedures (hiring, orientation and monitoring of instructional and support staff), in consultation with the VP Administration and Administrative Managers
- Work with the Academic Office to assure timely and coordinated workflow, involving sessional instructor hires and onboarding, syllabus review, uploading and populating Populi course shells, communicating relevant information to ASPIRE instructors/staff in consultation with the Academic Office
- Liaise with Student Services (Dean of Students, ALC Coordinator, RISIA representative, Reception) on all student matters within a Student Service purview, as required
- Manage calendar and workflow for the Director of ASPIRE and handle all correspondence from/to the Director
- Coordinate and document meetings of ASPIRE staff/instructors, as required
- Other administrative duties, as assigned by the Director of ASPIRE

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Baccalaureate degree from a recognized post-secondary institution
- Excellent verbal and written communication skills combined with the ability to exercise discretion and judgement in handling sensitive and confidential matters
- Experience with student learning management systems (Populi), and the ability to utilize a range of educational and office software applications, classroom technology and videoconferencing tools
- Counselling/advising skills
- Extensive experience with cultural diversity in an educational setting
- Capacity for multi-tasking/managing complex tasks in a fast-paced environment
- Team player, contributing to overall success of new and challenging initiatives

2. Assets (Preferred Qualifications)

- Understanding of The Salvation Army and Booth University College history and operations
- Knowledge of the MB postsecondary landscape, including articulation and transfer arrangements between Booth University College and other HEI programs within the province
- Knowledge of matters pertaining to international students (on study permits) and matters of eligibility and compliance with all visa and documentation requirements for maintaining eligible status, applying for extensions to study in Canada and obtaining the Post-Graduate Work Permit (PGWP), *in consultation with Booth UC's official RISIA representative*



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This is a full-time (37.5 hours per week), term position of 1 year, with possibility of continuing employment. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World.** This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.